

**SNOHOMISH COUNTY THROUGH ITS HEALTH DEPARTMENT  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32067****AMENDMENT NUMBER: 3**

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and SNOHOMISH COUNTY through its health department, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - ☒ Adds Statements of Work for the following programs:  
Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025  
OSS LMP Implementation - Effective January 1, 2025
  - ☒ Amends Statements of Work for the following programs:  
Injury & Violence Prevention-LHJ Opioid Campaign Proviso - Effective January 1, 2025
  - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-3 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-2 Allocations as follows:
  - ☒ Increase of \$262,170 for a revised maximum consideration of \$10,233,202.
  - ☐ Decrease of \_\_\_\_\_ for a revised maximum consideration of \_\_\_\_\_.
  - ☐ No change in the maximum consideration of \_\_\_\_\_.  
Exhibit B Allocations are attached only for informational purposes.
3. Exhibit C Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

SNOHOMISH COUNTY	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature: <i>Lacey Harper</i>	Signature: <i>Bruce H. Hulse</i>
Date: Apr 3, 2025	Date: Apr 7, 2025

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Indirect Rate January 1, 2025-Indefinite: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Chart of Accounts Funding Period Start Date	Chart of Accounts Funding Period End Date			
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25	07/30/27	07/01/21	08/31/28	\$75,000	\$75,000	\$75,000
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$214,127	\$214,127	\$214,127
FFY24 PHEP CRI BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$69,125	\$69,125	\$69,125
FFY25 TB ELIMINATION CDC	NU52PS910277	Amd 2	93.116	333.93.11	01/01/25	12/31/25	01/01/25	12/31/25	\$71,275	\$71,275	\$71,275
FFY25 EIP COVID AIM CDC	NU50CK000642	Amd 1	93.317	333.93.31	01/01/25	12/31/25	01/01/25	12/31/25	\$130,314	\$130,314	\$130,314
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93.323	333.93.32	01/01/25	06/30/25	01/15/21	07/31/25	\$1,122,598	\$1,122,598	\$1,122,598
FFY23 Refugee Health Promo DSHS IAR	NGA Not Received	Amd 1	93.566	333.93.56	01/01/25	09/30/26	10/01/23	09/30/26	\$137,500	\$137,500	\$137,500
FFY24 Hi-Imp HIV Prev CDC	NU62PS924813	Amd 1	93.940	333.93.94	01/01/25	05/31/25	08/01/24	05/31/25	\$46,109	\$46,109	\$46,109
FFY24 Hi-Imp HIV Prevention CDC	NU62PS924813	Amd 1	93.940	333.93.94	01/01/25	05/31/25	08/01/24	05/31/25	\$33,334	\$33,334	\$33,334
<b>FFY22 PH Infrastructure Comp A1-LHJ</b>	<b>NE11OE000053</b>	<b>Amd 3</b>	<b>93.967</b>	<b>333.93.96</b>	<b>01/01/25</b>	<b>11/30/27</b>	<b>12/01/22</b>	<b>11/30/27</b>	<b>\$191,277</b>	<b>\$191,277</b>	<b>\$191,277</b>
FFY23 PCHD STD Prev Dis Control CDC	NH25PS005146	Amd 1	93.977	333.93.97	01/01/25	02/28/25	01/01/23	01/31/26	\$11,778	\$11,778	\$11,778
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$333,660	\$333,660	\$333,660
SFY25 State Disease Control & Prev		Amd 1	N/A	334.04.91	01/01/25	06/30/25	07/01/24	06/30/25	\$75,748	\$75,748	\$75,748
SFY25 STD Prevention		Amd 1	N/A	334.04.91	01/01/25	06/30/25	07/01/24	06/30/25	\$26,666	\$26,666	\$26,666
SFY25 STI Program Expansion Proviso		Amd 1	N/A	334.04.91	01/01/25	06/30/25	07/01/24	06/30/25	\$307,389	\$307,389	\$307,389
<b>SFY25 LHJ Opioid Campaign Proviso</b>		<b>Amd 3</b>	<b>N/A</b>	<b>334.04.93</b>	<b>01/01/25</b>	<b>06/30/25</b>	<b>07/01/24</b>	<b>06/30/25</b>	<b>\$24,500</b>	<b>\$56,000</b>	<b>\$56,000</b>
SFY25 LHJ Opioid Campaign Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$31,500		
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$3,000	\$3,000	\$3,000
<b>Small Onsite Management (ALEA)</b>		<b>Amd 3</b>	<b>N/A</b>	<b>334.04.93</b>	<b>01/01/25</b>	<b>06/30/25</b>	<b>07/01/23</b>	<b>06/30/25</b>	<b>\$14,425</b>	<b>\$14,425</b>	<b>\$14,425</b>
<b>SFY25 Wastewater Management-GFS</b>		<b>Amd 3</b>	<b>N/A</b>	<b>334.04.93</b>	<b>01/01/25</b>	<b>06/30/25</b>	<b>07/01/24</b>	<b>06/30/25</b>	<b>\$31,968</b>	<b>\$31,968</b>	<b>\$31,968</b>
ADAP State (Rebate)		Amd 1	N/A	334.04.98	01/01/25	06/30/25	07/01/23	06/30/25	\$86,555	\$86,555	\$86,555

Indirect Rate January 1, 2025-Indefinite: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Chart of Accounts Start Date	Funding Period End Date			
FFY25 RW Grant Year Rebate		Amd 1	N/A	334.04.98	04/01/25	06/30/25	04/01/25	06/30/25	\$43,277	\$43,277	\$86,554
FFY24 RW Grant Year Rebate		Amd 1	N/A	334.04.98	01/01/25	03/31/25	04/01/24	03/31/25	\$43,277	\$43,277	
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$7,006,000	\$7,006,000	\$7,006,000
SFY25 FPHS-LHJ-Redirect Funds		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$90,000	\$90,000	\$90,000
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$4,400	\$4,400	\$4,400
Sanitary Survey Fees SS-State		Amd 1	N/A	346.26.65	01/01/25	06/30/25	07/01/23	06/30/25	\$4,400	\$4,400	\$4,400
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$4,000	\$4,000	\$4,000
<b>TOTAL</b>									<b>\$10,233,202</b>	<b>\$10,233,202</b>	
<b>Total consideration:</b>	<b>\$9,971,032</b>									<b>GRAND TOTAL</b>	<b>\$10,233,202</b>
	<b>\$262,170</b>										
<b>GRAND TOTAL</b>	<b>\$10,233,202</b>									<b>Total Fed</b>	<b>\$2,436,097</b>
										<b>Total State</b>	<b>\$7,797,105</b>

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

\*\*Federal revenue codes begin with "333". State revenue codes begin with "334".

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-LHJ Opioid Campaign  
Proviso – Effective January 1, 2025

**Local Health Jurisdiction Name:** Snohomish County Health Department

**Contract Number:** CLH32067

**SOW Type:** Revision      **Revision # (for this SOW)** 1

**Period of Performance:** January 1, 2025 through June 30, 2025

<b>Funding Source</b> <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
---	---	---

**Statement of Work Purpose:** Opioid abatement settlement account—state appropriation is provided solely for the department to administer grants to local health jurisdictions for opioid and fentanyl awareness, prevention, and education campaigns.

**Revision Purpose:** To increase the funding allotment with unspent funds from the 2022-2024 ConCon.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY25 LHJ OPIOID CAMPAIGN PROVISO	77550853	N/A	334.04.93	01/01/25	06/30/25	31,500	24,500	56,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>31,500</b>	<b>24,500</b>	<b>56,000</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	The LHJ will have a kickoff marketing/ planning meeting with 3 community members and brainstorm the development of the program and the possible contributions of art and messaging.	<ul style="list-style-type: none"> <li>The agenda for the kickoff/planning meeting.</li> <li>How were the community members picked?</li> <li>Notes from the meeting.</li> <li>How the messaging and art are chosen.</li> </ul>	Monthly progress reports to DOH for updates on the implementation of all tasks.  Due Dates: January due February 1, 2025. February due March 1, 2025 March due April 1, 2025 April due May 1, 2025 May due June 1, 2025 All June due June 30, 2025	Monthly invoices for actual cost reimbursement will be submitted to DOH Total of all invoices will not exceed <del>\$31,500</del> \$56,000 through June 30, 2025
2	The LHJ will refresh the top 5 performance ads from the previous year in English and Spanish across social media.	<ul style="list-style-type: none"> <li>The progress of the refresh timeline.</li> <li>What digital source is being used?</li> <li>Source of printed materials.</li> <li>Targeted areas.</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3	The LHJ will Produce two (2) 15-second user-generated- videos 1 interview in Spanish and 1 interview in English.	<ul style="list-style-type: none"> <li>• What kinds of messaging was developed</li> <li>• Target areas to be reached.</li> <li>• Message source.</li> <li>• Picking of the people interviewed and topics they spoke of.</li> </ul>		
4	: The LHJ will develop 4-5 Vietnamese ads (paid media activation to be determined)	<ul style="list-style-type: none"> <li>• Development of an ad campaign</li> <li>• The types of messaging being developed and goals of this messaging</li> <li>• How messaging is being tailored for that specific groups</li> </ul>		
5	The LHJ will purchase advertising placement across digital and social media platforms in 3 languages, Spanish, Vietnamese and English.	<ul style="list-style-type: none"> <li>• Development of an ad campaign</li> <li>• The types of messaging being developed and goals of this messaging</li> <li>• What social media platforms are being used?</li> <li>• How messaging is being tailored for specific groups</li> </ul>		
6	The LHJ will report, analyze, and an optimization report of the paid digital and social media platforms.	<ul style="list-style-type: none"> <li>• Source of data</li> <li>• Areas that were checked and targeted</li> <li>• Outcome of data</li> </ul>		

**DOH Program and Fiscal Contact Information** for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to [finance@doh.wa.gov](mailto:finance@doh.wa.gov).

#### **Program Specific Requirements**

##### **Billing Requirements:**

DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher. DOH must receive all complete final invoices within 60 days of the end of the budget period for this statement of work.

##### **Special Instructions:**

This SOW is the Consolidated Contracts period 2025-2027 that ends on June 30, 2025. Activities and due dates in this SOW are for the state fiscal year 25 that ends on 6/30. The budget allocation in this contract reflects a portion of the total budget shown in the below budget table.

**Budget Table**

<b>Line Item</b>	<b>Allocation</b>	<b>Justification</b>
Subcontracts	\$50,910	Contractor: Quinn Thomas Scope of Work: Creative Deliverables, and Account Management + Community Engagement.
Administrative costs/indirect	\$5,090	10% indirect cost
<b>TOTAL</b>	<b>\$56,000</b>	

The LHJ must receive written approval from DOH before making any changes to the SOW activities or itemized budget

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025

**Local Health Jurisdiction Name:** Snohomish County Health Department

**Contract Number:** CLH32067

**SOW Type:** Original      **Revision # (for this SOW)**

**Period of Performance:** January 1, 2025 through November 30, 2027

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
---	--	---

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to provide funding to establish, expand, train, and sustain the LHJ public health workforce in accordance with the Centers for Disease Control and Prevention (CDC) Public Health Infrastructure Grant (PHIG).

**Revision Purpose:** N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 PH INFRASTRUCTURE COMP A1-LHJ	92321223	93.967	333.93.96	01/01/25	11/30/27	0	191,277	191,277
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>191,277</b>	<b>191,277</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<b>Develop a contact list of staff responsible for the statement of work (SOW).</b>	Submit to DOH Program Contact names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, program staff, and accounting and/or financial staff.	Submit by email to DOH Program Contact any staff change(s) within 30 days	Reimbursement for actual costs not to exceed total funding allocation amount.
2	<b>Develop an implementation plan to use these funds for one or more of the allowable costs listed below.</b>  Funding is intended to establish, expand, train, and sustain public health staff to support LHJ prevention, preparedness, response, and recovery initiatives. These include the following short-term outcomes: increased retention of existing public health staff, and improved workforce systems	Submit implementation plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your planned activities are allowable, and we will be able to reimburse you for the expenses.	Implementation plans must be submitted by email to DOH Program Contact before using funds and any changes within 30 days	Invoice Vouchers must be billed monthly and received by DOH within 45 days of the close of the month in which services were provided.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>and processes. Washington will also move toward the following intermediate outcome measures as part of this Workforce initiative: increased size [and capabilities] of the public health workforce, increased job satisfaction, stronger public health foundational capabilities, and increased reach of public health services. Ultimately, these workforce investments will support accelerated prevention, preparedness, and response to emerging threats, and improved other public health outcomes.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> <li>• Costs, including wages and benefits, related to recruiting, hiring, and training of new or existing public health staff.</li> <li>• Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment.</li> <li>• Training and education (and related travel) for new and existing staff on topics such as incident management training, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ.</li> <li>• Costs of allowed contractors and contracted staff.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Preapproval from DOH is required to contract with these funds.</li> <li>• Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 or more.)</li> </ul>			
3	<p><b>Data collection, as applicable</b>, is based on:</p> <ul style="list-style-type: none"> <li>• Hiring and Retention goals for the Public Health Infrastructure Grant (PHIG) period.</li> <li>• Hiring and retention activities the LHJ has at the end of the reporting period.</li> </ul>	<p>Data on form provided by DOH</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> <li>• Number of funded positions filled by job classification and program area since the inception of the grant (December 1, 2022), as of the end of the reporting period.</li> </ul>	<p>Reporting periods are:</p> <ul style="list-style-type: none"> <li>• December 1, 2024– May 31, 2025</li> <li>• June 1, 2025– November 30, 2025</li> <li>• December 1, 2025– May 31, 2026</li> </ul>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> <li>○ Including positions filled with current employees, new hires, and PHIG funded positions vacated during the reporting period.</li> <li>• Data Quality and Context <ul style="list-style-type: none"> <li>○ Are the data provided questionable or low/poor quality?</li> <li>○ Does the data provided adhere to the definitions established by CDC in the performance measure guidance?</li> <li>○ Describe any data limitations, including reasons unable to report, and steps taken to obtain data and/or improve data quality in the future. If you reported on these data using a definition that was different than provided in CDC's guidance, please describe.</li> <li>○ Provide any additional context or information related to this measure.</li> </ul> </li> </ul> <p>Note: 6-month Reporting periods see Due Date/Time Frame</p>	<ul style="list-style-type: none"> <li>• June 1, 2026–November 30, 2026</li> <li>• December 1, 2026–May 31, 2027</li> <li>• June 1, 2027–November 30, 2027</li> </ul> <p>Report due dates are a month and 10 days after the end of the reporting period:</p> <ul style="list-style-type: none"> <li>• July 10, 2025</li> <li>• January 10, 2026</li> <li>• July 10, 2026</li> <li>• January 10, 2027</li> <li>• July 10, 2027</li> <li>• January 10, 2028</li> </ul>	

**DOH Program and Fiscal Contact Information** for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to [finance@doh.wa.gov](mailto:finance@doh.wa.gov).

**Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](https://www.usaspending.gov) by DOH as required by P.L. 109-282.

**Program Specific Requirements**

Follow all Federal requirements for use of Federal funds: Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or response)

- Equipment not primarily used by or for public health employees.
- Food or beverages (unless employee is in travel status)
- Incentives (except for retention incentives)
- Items to be given to community members (members of the public)
- Salaries at a rate more than Executive Level II (Federal Pay Scale)
- Vehicles (with preapproval, funds may be used to lease vehicles)

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 or more.)
- Disposition of equipment with a current value of \$10,000 or more. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out-of-state travel.

Note: See also DOH A19 Documentation Matrix for additional expenses that may require preapproval.

**Billing Requirements:**

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this statement of work for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 45 days of the end of the period of performance for this statement of work.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation - Effective January 1, 2025

**Local Health Jurisdiction Name:** Snohomish County Health Department

**Contract Number:** CLH32067

**SOW Type:** Original      **Revision # (for this SOW)**

**Period of Performance:** January 1, 2025 through June 30, 2025

<b>Funding Source</b> <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
---	---	---

**Statement of Work Purpose:** The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is what remains of the 2023-2025 biennium and of SFY25 funding allocations.

**Revision Purpose:** N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	01/01/25	06/30/25	0	31,968	31,968
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	01/01/25	06/30/25	0	14,425	14,425
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>46,393</b>	<b>46,393</b>

**GOALS & MEASURABLE OBJECTIVES**

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g. "systems")	Starting Amount	Targets
OSS compliant with inspections countywide	Percent of OSS	2.1%	5%
OSS failures identified and/or investigated countywide	Number of OSS failures identified	TBD	TBD
OSS failures repaired/replaced countywide	Number of OSS Failures repaired/replaced	TBD	TBD
Rebates provided to low-income homeowners for M&M activities	Number of rebates issued	0	80

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Task 1. Grant Administration</b> This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing and Progress Reports</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$x based on actual costs.
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"><li>Qualitative:<ul style="list-style-type: none"><li>Summary of work</li><li>Barriers to LMP Implementation</li></ul></li><li>Quantitative:<ul style="list-style-type: none"><li>OSS inventory metrics</li><li>Enforcement actions</li><li>Outreach and Education efforts</li></ul></li></ul>	Due July 15 for the duration of the contract period	
<b>Task 2. Local Management Plan Implementation</b> This task includes all work done to implement the county’s LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	<b>Database Maintenance and Quality Assurance/Quality Control (QA/QC)</b> Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none"><li>Conduct QA/QC on 5% of all reports submitted semi-annually online to ensure correct property information, system information and reporting requirements.</li></ul>	Data on the following: <ul style="list-style-type: none"><li>% of reports reviewed semi-annually.</li></ul>	Report in semi-annual progress report.	Reimbursement up to \$x based on actual costs.
2.2	<b>Operations and Maintenance (O&amp;M) Program Administration</b> <ul style="list-style-type: none"><li>Failure and repair tracking</li><li>Enforcement activity for failed systems</li><li>O&amp;M reports indicating deficiencies reviewed and investigated as needed.</li><li>Assess feasibility of setting up automatic email reminders to homeowners through online database, Online RME.</li></ul>	Data on the following: <ul style="list-style-type: none"><li>Number of OSS failures identified and/or investigated</li><li>Number of enforcement activities</li><li>Number of repairs permitted</li><li>Number of deficient O&amp;M reports reviewed/investigated.</li><li>Report on status of feasibility for automatic reminders.</li></ul>	Report in semi-annual progress report in Subtask 1.2.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	<b>Education and Outreach</b> Education and outreach is conducted for OSS owners, and realtors. Specific tasks include: <ul style="list-style-type: none"><li>• Technical assistance provided to public as needed.</li><li>• Reoccurring Septic Care social media campaign/advertisement.</li><li>• Reoccurring maintenance reminders for homeowners.</li></ul>	<ul style="list-style-type: none"><li>• Number of occurrences of technical assistance provided to public. 7</li><li>• Post one targeted social media advertisement quarterly</li><li>• Provide annually 1 email newsletter per year to homeowners for maintenance reminder.</li></ul>	Report in semi-annual progress report.	
2.4	<b>Professional Development and Coordination</b> <ul style="list-style-type: none"><li>• The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.</li><li>• The LHJ will support professional development through:<ul style="list-style-type: none"><li>○ Attending DOH OSS Program trainings</li></ul></li></ul>	Attendance and contribution at four (4) meetings per year	Report attendance semi-annually, as scheduled in Task 1.2	
<b>Task 3. Homeowner Inspection Rebates/Incentives Program</b> Provide low-income rebates to homeowners.				
3.1	<b>Low-Income Homeowner Inspection Rebates</b> The LHJ will provide rebates to homeowners for pumping, inspections, and minor repairs. Rebates issued will be up to \$600.	a. Provide draft and final process/policy documents to DOH  b. Up to 80 rebates will be issued for M&M activities. This is based off a \$200 average per rebate.	a. Prior to issuing any rebates  b. By grant closeout	Reimbursement up to <b>\$x</b> based on actual costs

**DOH Program and Fiscal Contact Information** for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to [finance@doh.wa.gov](mailto:finance@doh.wa.gov).